

Job Description-Economic Development Director

Nature of Work: Performs a variety of administrative, technical and professional work in preparation and implementation of economic and community development plans, programs, and services.

This full time position is responsible for working closely with the Economic Development Committee and other town staff in promoting the business and economic development interests within the community. This position will include working with all noted departments in providing guidance to individuals and companies to establish, relocate, or expand their businesses within the community. The position will include assistance in the planning and coordination of community development projects, assisting business and residential applicants with local and State permitting processes, and providing research for Town sponsored projects. This position is a direct report to the Town Manager.

Essential Duties and Responsibilities: Directs economic development initiatives to achieve the goals and objectives outlined by the Economic Development Plan and guided by the Economic Development Committee.

Provides assistance in the development of short and long term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals. This will involve the preparation and maintenance of information on utilities, taxes, zoning, transportation, community services, financing tools, and incentives, in order to respond to requests for information for economic development purposes, and the coordination with other departments and agencies as needed.

Provides professional economic development advice, assist in the application and permitting process, and serve as an advocate for economic development in line with the Comprehensive Plan, zoning ordinances, and goals as established by the Town.

Promotes the Buckstown Industrial Park and Heritage Business Park, promoting the sale of lots, and the orderly development of projects within the parks.

Works closely with the Bucksport Chamber of Commerce to identify areas of concern in the promotion of business location and expansion within the Town.

Maintains a liaison with various local, State, and Federal agencies, coordinating projects with agencies as deemed necessary and appropriate, i.e. DHA, HUD, Eastern Maine Development Corporation, Department of Economic and Community Development, Maine State Planning Office, Regional Planning Commission, and the Maine State Housing Authority.

Provides information and/or make presentations to supervisors, boards, commissions, civic groups, businesses, individuals, and the general public on economic development issues, programs, services, and plans.

Becomes familiar with the existing inventory of available buildings and business and residential development sites within the community. This will include both public and private buildings and land areas.

Prepares grant proposals and applications, contracts and other necessary documents as may be required for necessary community services.

Administers the Town's Micro Loan Program.

Assists with negotiation and the management of professional service contracts, property sales or acquisition, and economic development oriented negotiations, as assigned.

Works with the Economic Development Committee to formulate and implement marketing and business attraction strategies, including familiarity with the goals and objectives of the Bangor Region Development Alliance.

Serves as a member of economic development groups or task force that promote economic and community development at the local, State or Federal level, as deemed necessary or appropriate.

Monitors legislation and regulations relating to economic development, and report findings to the appropriate impacted parties, i.e. the Town Manager, the Economic Development Committee, the Town Council, etc.

Maintains strong working relationships with the general public, area businesses, clients, the media, and others.

Serves as a member of various staff committees, as assigned.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of economic development, and to represent the interest of the Town of Bucksport on matters related to economic development.

Ability to be a team player with other Town staff.

Conduct other related work as assigned.

Training and Experience Required: Considerable experience in economic and community development, including administrative responsibility; graduation from a four-year college or university, preferably with specialization in economic and community development or a related field; or any equivalent combination of experience and training.

Considerable knowledge of business development, community, and economic development.

Working knowledge of municipal zoning and infrastructure, and planning programs and processes.

Ability to communicate effectively to groups and individuals, engineers, architects, contractors, developers, businesses, supervisors, employees, and the general public.

Ability to establish working relationships with other organizations and economic development practitioners.

Ability to prepare and analyze reports and data, and have skill in the operation of necessary tools and equipment, i.e. computer, word processing, spreadsheet software, and general office equipment (telephone, fax, copier, calculator, etc).